

The Alabama Department of Children's Affairs



CLOSES MARCH 13, 2015 5:00 PM

REQUEST FOR PROPOSALS

The Alabama Department of Children's Affairs (DCA) is responsible for:

- Establishing coordination and communication with state and local agencies and child advocacy groups
 - Seeking additional resources to invest in the welfare of children and families
 - Connecting Alabama families with available services
 - Enhancing and developing programs to prepare children for a life of learning and to support the wellbeing of families
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DCA is comprised of

- Alabama Children's Policy Councils
- Alabama Head Start State Collaboration Office
- First Class: Alabama Pre-K
- First Teacher: Alabama's Home Visiting Program
- Children Trust Fund
- Early Childhood Advisory Council

The Alabama Department of Children's Affairs Request for Proposal Application

The Alabama Department of Children's Affairs is seeking proposals for services to expand, enhance and advance DCA's overall education mission and goals. The contract chosen must be familiar with and able to work with The Office of School Readiness, The Alabama Head Start Collaboration Office and First Teacher: Alabama's Home Visiting Program in the Montgomery office.

The primary responsibilities include:

- Provide Classroom Assessment Scoring System (CLASS) training to others within the organization (therefore must be CLASS certified and reliable)
- Train teachers and staff through Teaching Strategies GOLD (therefore must be GOLD certified and reliable)
- Provide assistance to staff and teacher on Early Childhood Environmental Rating Scale (ECERS)(Therefore, ECERS trained and reliable)
- Must be familiar with Head Start Early Learning Framework
- Be familiar with and able to train on the Alabama Reflective Coaching Model
- Experience planning conferences: pre-K and Home Visitation
- Be able to train and assist staff on administering Ages and Stages Questionnaire (ASQ)

Instructions

Please email or fax the proposals. If transmitting via email, send to tracye.strichik@dca.alabama.gov. Faxed transmittals should be sent to the dedicated OSR fax line at **334-353-2298**.

A committee to be chaired by the Director of the Office of Early Learning will evaluate each proposal properly submitted. The major criteria to be used in evaluating proposals are:

- Adherence to the format and timetable set forth in the RFP
- Documented certification, reliability, and experience in the performance of classroom observations using the ECERS and CLASS assessments
- Pricing of services

Title Page

Instructions: Complete each item. The authorized person must sign and date.

Name: _____

Address: _____

City: _____ County: _____ Zip Code _____

Application Contact Person:

Title: _____

Telephone Number: _____ FAX:

E-mail Address: _____

Mailing Address:

City: _____ County: _____ Zip Code _____

Description (Narrative)

Instructions: Please explain, in detail, your efforts in the areas below. This section should be no more than eight pages. For all attachments (excluding application forms), please use single spaced, Times New Roman or Palatino Linotype font, one inch margins, and font size 12.

- Provide Classroom Assessment Scoring System (CLASS) training to others within the organization (therefore must be CLASS certified and reliable)
- Train teachers and staff through Teaching Strategies GOLD (therefore must be GOLD certified and reliable)
- Provide assistance to staff and teacher on Early Childhood Environmental Rating Scale (ECERS)(Therefore, ECERS trained and reliable)
- Be familiar with and able to train on the Alabama Reflective Coaching Model
- Experience planning conferences: pre-K and Home Visitation
- Be able to train and assist staff on administering Ages and Stages Questionnaire (ASQ)
- Explain briefly any area of expertise that sets your entity apart from other providers as well as your resources and institutional stability
- Explain your work with Head Start

VENDOR CERTIFICATIONS

Instructions: All applicants must place a (√) by each of the following statements and provide the signature of the vendor legally authorized to conduct business within the state of Alabama and to carry out the services described in this RFP.

- _____ 1. By submitting a proposal in response to this RFP, the vendor warrants and represents to the Alabama Department of Children's Affairs (DCA) that the vendor accepts and agrees with all of the terms and conditions of the RFP. Further, by so submitting, the vendor certifies to the DCA that it is legally authorized to conduct business within the state of Alabama and to carry out the services described in this RFP.
- _____ 2. The vendor warrants that neither the vendor nor any of the vendor's trustees, officers, directors, agents, nor employees is a current employee of the DCA, and none of the said individuals have been employees of the DCA within a two-year (24 month) period ending with the date of this RFP.
- _____ 3. The vendor certifies by submission of this proposal and resulting contract that the vendor has not publicly or privately colluded with any other vendor to fix prices

or conditions of the proposal.

- _____ 4. The vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any Federal department or agency.

Signature of Authorized Vendor

Date

Budget

Instructions: Please explain, in detail, your price schedule and information below.

- Each response must provide prices for professional services only. No equipment is to be prices in the proposal.
- The respondent must be able to work within the Montgomery office to carry out the services required under this RFP.

REQUIRED ATTACHMENTS

Instructions: Please print, complete, and submit the two (n=2) documents below with your proposal. Proposals without these documents will NOT be reviewed.

The documents below can be found at www.legislature.state.al.us

- Legislative Resources
- Joint Interim Committees
- Contract Review Permanent Legislative Oversight Committee
- Contract Review Committee Information (at bottom of screen)

1. **Immigration Status Form**
2. Vendor Disclosure Statement Information and Instructions
 - Click (at bottom of screen) to download the **Disclosure Statement Form**)